

MUNICIPAL SECURITY TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Municipal Security Technician position exists is to oversee the installation, operation, maintenance, testing and repair of security systems to include electronic access control systems, closed circuit television systems, and alarm systems as well as administer and coordinate contracts as they relate to these systems. Work is performed under general supervision of the Workplace Security Coordinator.

ESSENTIAL FUNCTIONS

Responsible for the day-to-day administration and programming of the City's access control system.

Oversee the installation, operation, maintenance, testing and repair of security systems including electronic access control systems, closed circuit television and alarm systems. May be required to perform basic troubleshooting, maintenance and repair as necessary.

Administer and coordinate contracts including monitoring work in progress for compliance; reviewing and approving a contractor's invoices within the contract specifications; verifying and maintaining records on contracts and completed work.

Analyzes cost-price proposals submitted by security contractors and may be involved in the negotiations during the procurement of services.

Assist with the administration and oversight of the citywide contract for security guard services. Will direct guard activities and develop post orders and procedures. Evaluates performance of security officers and ensures adherence to contracts.

Oversee vendors for the installation and maintenance of these security systems.

Assist with the evaluation and design of security plans for new and existing city facilities.

Assist with the development and revision of security guidelines and policies.

Communicate with other city employees, management, public officials, user departments, other security professionals, personnel from other agencies and the general public regarding procedures and to resolve issues.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Electronic Access Control, CCTV, and intrusion detection alarm systems, installation, operation, testing, maintenance and repair procedures.

Knowledge of Hirsch Electronics SAM, Momentum, and Velocity hardware and software platforms is preferred.

Understanding of computer applications and communications protocols related to the operation of such systems.
Principles of physical security planning and alarm system design.
Principles and practices of contract administration and negotiation.
Industrial security procedures.

Ability to:

Test security systems hardware using special testing equipment.
Make emergency repairs.
Distinguish colors to identify color-coded cable, wiring, and electronic components that use standard industry color codes.
Move electronic equipment weighing up to 70 pounds for distances of up to 100 feet.
Climb ladders or steps to reach objects or work areas.
Work occasionally in inclement weather
Operate a portable radio to maintain contact with staff and other agencies.
Establish and maintain effective working relationships with contractors, city staff and the general public.
Operate a PC, computer terminal or other keyboard device.
Handle multiple projects simultaneously and good judgment in prioritizing work assignments.
Analyze and interpret codes and ordinances.
Prepare accurate, clear, and complete reports.
Work cooperatively with other departments, jurisdictions, and associations.
Work safely without presenting a direct threat to self or others.

Education & Experience

Requires a High School degree or GED. Minimum of three years experience in installation and maintenance of security systems and equipment is required.

College or military coursework in electronics is preferred.

This position requires a valid Arizona Driver's license and no major driving citations within the past 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified